

Date: April 9, 2001
To: Conservation District Procedure Manual Holders
From: Cheryl Witt, Project Officer
Subject: Revision 47 – Section 360, State Grant Procedures and the FY 2001 Implementation Grant Application
Action: See Instructions to Manual Holders Below

This memo contains instructions for a revision to Section 360 of the Conservation District Procedure Manual and an attachment consisting of the FY 2002 Implementation Grant Application.

Because the Commission may make changes in grants policy based on the Joint Legislative Audit and Review Committee (JLARC) audit and recommendations and those changes would become effective in the second year of the biennium, your new Implementation Grant will be written for only the first year. These grants will be either amended or rewritten for the second year based on policy changes adopted by the Commission.

A total update to Section 360, State Grant Procedure will be done after the Commission reviews and updates its grants policy. Meanwhile, in order to avoid confusion, you should make the following revision to the manual:

Instructions to Conservation District Procedure Manual Holders: this is the forty-seventh numbered revision to the Conservation District Procedure Manual. If you do not have an updated manual, please contact your Field Operations Manager.

1. Insert this purple numbered revision cover memo behind the tab "Revisions" and in front of all other revision cover memos.

2. Fill in the blanks after line 47 on the Index of Manual Revisions as follows:

#	Sec	Issued	Subject	Date	Who
47	360	4-9-01	State Grant Procedure	Date Inserted	Your Initials

3. Remove and recycle Section 360, Exhibit 360 WQ A1 through A4, B1 through B2, and C1 through C29

Use the attached Water Quality Implementation Grant Application to apply for the \$40,000 in funding that is available July 1, 2001. The application may also be found on the Commission website www.conserver.org. **Applications must be submitted on or before June 1, 2001. If your Implementation Grant application is not received by June 1st, your allotted \$40,000 will be put back into the funding pool and will be made available to other districts.**

If you have questions, please call me at 407-6205 or Bob Bottman at 407-6204.

WASHINGTON STATE CONSERVATION COMMISSION

CONSERVATION DISTRICT WATER QUALITY IMPLEMENTATION GRANT APPLICATION

Fiscal Year 2002

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002
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WASHINGTON STATE CONSERVATION COMMISSION

WATER QUALITY IMPLEMENTATION GRANT APPLICATION

Fiscal Year 2002

INSTRUCTIONS

APPLICATION INFORMATION

This application package is to be used in applying for Water Quality Implementation Grants. You may use the forms in any way that is convenient; type directly onto them, cut and paste information, type your own replicas, or download the electronic version that is available on the Commission's website at: <http://www.conserver.org/>.

ELIGIBILITY

Only Conservation Districts that can manage money and grants are eligible to receive water quality grants. On FORM C of this application, the District chair must certify that the District meets the requirements or is working to implement the requirements and will comply by the start date of the project.

MATCH REQUIREMENTS

Grant Applications must include commitment letters or match agreements from agencies, groups and individuals who will contribute cash or in-kind match, and Budget forms must include a breakdown of the match. If agreements or commitment letters cannot be submitted with the package due to circumstances beyond the control of the District, letters of intent may be submitted followed by the actual agreements. A Sample Match Agreement is included as Appendix B.

Implementation Grants must be matched by one dollar of cash or in-kind contributions for every nine grant dollars (10% match requirement).

Natural Resources Conservation Service (NRCS) Match If your project requires the cooperation and participation of NRCS, contact your local District Conservationist (DC) as soon as possible.

Submit the completed Request for NRCS Assistance form (Appendix C) as an attachment with your grant application. This form includes a place for signatures of the Conservation District Chair, the District Conservationist (DC), and the NRCS State Conservationist (SC). The DC, with concurrence of the NRCS Team, will approve commitment of time and resources if the work involves only team staff or budget. If the project involves work contributed by the state office NRCS staff, the form will be forwarded to the SC for approval. Final approval by the NRCS should be submitted with the grant application (or at least a letter of intent), but positively must be received by the Commission before a contract can be executed.

Time Contributions Used as Match Documented time contributed to the grant project by persons other than personnel paid with grant funds may be claimed at \$18 per hour or more (if a higher hourly rate is supported by salary/benefits information provided to the Commission).

Other Contributions used as Match The value of contributions such as office or meeting space, utilities, supplies, vehicle or equipment use must be based on a documented allocation formula. The allocation may be based on square footage, mileage, or staff as long as it is consistent with other cost sharing calculations used by

the District. Include the allocation formula(s) used to determine the value of contributions as an attachment to your grant application. Other in-kind contributions, such as equipment or supplies may be valued at actual cost.

APPLICATION CRITERIA

Implementation Grant applicants will address the following Application Criteria in writing their grant applications. Read the criterion bullets before you develop your project and again before you write your application. Commission Grants staff will use the applicant's written responses to the Application Criteria as well as direct district contact to develop the Implementation Grant contract.

The Application Criteria that you need to address as you write your application are included on each form. A Grant Application Criteria sheet is included as Appendix A.

The chart below shows the individual Application Criterion and the corresponding form.

<u>Form</u>	<u>Application Criteria</u>
D	Water Quality Problem and Goal
E	Project Work Plan
F	Measuring Project Success
G	Local Support and Commitment

USING PROVIDED FORMS

Each Application Criterion is included on a separate form. Using the forms and formats provided will help Commission staff determine whether your project Plan of Work and Budget meet the Implementation Grant Program requirements; and reduce the amount of time it takes to negotiate and prepare the contract.

ADDITIONAL PAGES

There is no official limit on additional pages. The amount of space provided on most forms should allow for a concise and clear response. Try to limit the number of additional pages.

APPLICATION FACE SHEET

The Project Summary section on the Application Face Sheet, Form A, will be used as a reference by Commission staff. Make this a concise and complete description of your proposed project. Limit yourself to the space provided -- do not add an additional page.

BUDGET FORMS

Use the budget forms to help you develop projected grant revenue and expenses. Grant contracts will include a simpler budget at the object level. Your actual expenses will be monitored at the object level (Salaries, Benefits, Travel, Equipment, Cost Share, Goods & Services, Overhead, etc.).

ATTACHMENTS

Put all attachments in the Attachments Section (Form I). Be sure to list them on the form to help refer to them easily. (i.e. Attachment 1- Request for NRCS Assistance)

NUMBER YOUR PAGES

After you have completed your entire grant application, number the pages consecutively. This will help us put your pages back in the right order if your package falls apart or is taken apart.

MAXIMUM GRANT AMOUNT

Each District may apply for an Implementation Grant of up to \$40,000 for Fiscal Year 2002 (July 1, 2001 through June 30, 2002).

DUE DATES

Implementation Grant Applications must be submitted on or before June 1, 2001. If your Implementation Grant application is not received by June 1st, your allotted \$40,000 will be put back into the funding pool and will be made available to other districts.

SUBMITTING APPLICATIONS

Implementation Grant Applications must be complete. All attachments such as match agreements, letters of support, construction approvals and permits should be included. Attachments submitted after the due date will not be accepted. If agreements or support letters cannot be submitted with the package due to circumstances beyond the control of the District, letters of intent may be submitted followed by the actual agreements. Contracts can not be executed until receipt of the actual agreements.

NUMBER OF COPIES

Submit one original signature Implementation Grant application to the Commission Office in Olympia:

**Conservation Commission
Water Quality Grant Application
PO Box 47721, Olympia WA 98504-7721**

COMMISSION PROCEDURAL APPEALS

If a district has a good reason for not meeting the Implementation Grant application deadline, it may submit a written appeal to the Commission within 30 days after the June 1st deadline. The written appeal must clearly and concisely state the nature of the special circumstances for missing the deadline, must contain persuasive justification, and must be presented in-person by a representative of the district at a regular or special meeting of the Conservation Commission. The deadline extension must be approved by the Commission.

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

FORM A. FACE SHEET

1) Conservation District Name and Address 	2) Grant Contact Person: Name, Title, Phone Number
3) Federal Tax Identification Number 	
4) Short Project Title (five words or less) 	
5) Grant Program <input checked="" type="checkbox"/> IMPLEMENTATION <input type="checkbox"/> COMPETITIVE	
6) Grant Category Check the categories that best describes the focus of your water quality project. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> BMP Implementation <input type="checkbox"/> Demonstration Project <input type="checkbox"/> Research Project </div> <div> <input type="checkbox"/> Capacity Building <input type="checkbox"/> Information/Education <input type="checkbox"/> Technical Assistance </div> <div> <input type="checkbox"/> Data Collection <input type="checkbox"/> Inventory </div> </div>	
7) Project Duration Start Date _____ End Date _____	
8) Total Project Cost \$ _____ Grant Request \$ _____	
9) Project Summary Briefly (in 150 words or less) describe the water quality problem your grant project addresses, your project goals and objectives, and how you plan to accomplish them.	
10) Signatures <i>I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of the district.</i> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Printed Name of Authorized Signatory </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature of Authorized Signatory </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Title of Authorized Signatory </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date Signed </div> </div>	
11) Instructions <i>Send one original of the Implementation Application, including supporting documents to: Conservation Commission, Attention: Water Quality Grant Application, PO Box 47721, Olympia, WA 98504-7721.</i>	

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

FORM B. CHECKLIST

Instructions *This checklist is included to help the district and Commission staff keep track of grant application forms. Check boxes when each form is completed. Do not submit instruction pages or other unnecessary pages. After the application is complete, add page numbers.*

- | | | |
|--------------------------|----------------|--|
| <input type="checkbox"/> | FORM A: | FACE SHEET |
| <input type="checkbox"/> | FORM B: | CHECKLIST |
| <input type="checkbox"/> | FORM C: | MANAGEMENT STANDARDS CHECKLIST |
| <input type="checkbox"/> | FORM D: | WATER QUALITY PROBLEM AND GOAL |
| <input type="checkbox"/> | FORM E: | PROJECT WORK PLAN |
| <input type="checkbox"/> | FORM F: | MEASURING PROJECT EFFECTIVENESS |
| <input type="checkbox"/> | FORM G: | LOCAL SUPPORT AND COMMITMENT |
| <input type="checkbox"/> | FORM H: | BUDGET |
| <input type="checkbox"/> | FORM I: | ATTACHMENTS |

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM C. MANAGEMENT STANDARDS CERTIFICATION

CONSERVATION DISTRICT ELIGIBILITY Water Quality Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Section 340, Section 1-A.) Applications for Commission funding require that current certification forms are on file with the Commission.

Instructions Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.

MANAGEMENT STANDARDS CERTIFICATION STATEMENT

_____ Conservation District

1. ☐ Certification Forms dated _____ are on file with the Commission. The District still meets these requirements.

2. ☐ Money and Program Management Standards Certification forms are included as Attachments ____ and ____.

3. ☐ Requests a Deviation from Management Standards. The Deviation from Management Standards Form is included as Attachment ____.

Signatures

 Printed Name of Authorized Signatory

 Signature of Authorized Signatory

 Title of Authorized Signatory

 Date Signed

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM D. WATER QUALITY PROBLEM AND GOAL

- ◆ Describe the non point water quality problem to be addressed with this proposal. (*i.e. the area affected, degree of impairment, beneficial uses impaired, and sources of non point pollution, etc.*)
- ◆ Is the water quality problem identified in a state, regional, or local comprehensive planning effort conducted within the last five (5) years?
- ◆ Why did the district decide that this is a high priority? Is the problem identified in the district long range and/or annual plan of work?
- ◆ Describe how your proposal will address the water quality problem -- define project goals. Does your proposal restore, maintain, enhance, identify or protect the problem? Will it have a state-wide impact?

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM D. WATER QUALITY PROBLEM AND GOAL (Continued)

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

FORM E. PROJECT WORK PLAN

- ◆ Characterize your project work plan for solving or addressing the water quality problem you have noted above. Provide detailed project objectives and the accompanying tasks that will work to achieve the proposed project goals. Include timelines for accomplishing tasks and measurable outputs. (i.e. feet of fence that will be installed, number of tours that will be conducted, acres of riparian cuttings that will be planted, number of conservation plans written, etc.)
- ◆ How will you meet the Commission requirement for providing project-related water quality information and education activities?
- ◆ Use Forms H-1 & H-2 to provide a project budget. Discuss whether the project objectives and tasks are a cost effective means of accomplishing the project water quality goals.
- ◆ Discuss your district's ability to provide adequate project management, administration, oversight, accountability, and technical assistance.

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM E. PROJECT WORK PLAN

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

FORM F. MEASURING PROJECT EFFECTIVENESS

- ◆ How will you determine and report on the success of your project?
- ◆ Include an objective and activities in your work plan that will measure project outcomes. (i.e. Water Quality Monitoring Plan, or a Water Quality Screening Plan containing one to three water quality indicators that will be used to measure impact on water quality before and after the project is implemented.)
- ◆ Discuss whether your project will have a direct or indirect impact on the water quality problem.

WASHINGTON STATE CONSERVATION COMMISSION
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FORM F. MEASURING PROJECT EFFECTIVENESS (Continued)

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM G. LOCAL SUPPORT AND COMMITMENT

- ◆ How does the project include the participation and support of the local public and interest groups? Provide evidence of the nature of their contribution, the level of commitment, and the status of written agreements.
- ◆ Does the project involve cooperative efforts of several agencies or organizations? If so, provide evidence of the nature of their contribution, the level of commitment, and the status of written agreements.
- ◆ For implementation activities, provide evidence of landowner willingness and/or commitment to participate.

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM G. LOCAL SUPPORT AND COMMITMENT (Continued)

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

FORM H - 1. BUDGET

Estimate the total cost of activities needed to accomplish the objectives and tasks included in your PROJECT WORK PLAN (FORM E).

1. WATER QUALITY GRANT REQUEST

Total Grant Request 1. \$ _____

2. MATCH**MATCH REQUIREMENT:**

At Least 10% of Total Project Cost for Implementation Grants

Match Source:

*(NRCS, WDFW,
landowners, etc.)*

Type of Match:

(cash, in kind, etc.)

_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____

Total Match 2. \$ _____

TOTAL PROJECT COST (1 + 2) \$ _____

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM H - 2. BUDGET DETAIL

Provide detail for the total cost of activities needed to accomplish the objectives and tasks included in your PROJECT WORK PLAN (FORM E).

	(A) GRANT REQUEST	(B) MATCH	(C) TOTAL PROJECT COST
SALARIES			
Administration			
Project			
BENEFITS			
TRAVEL			
Mileage (rate @ .345/mile)			
Lodging/Meals			
Conference/Registration Fees			
Other			
EQUIPMENT (Specify)			

GOODS & SERVICES			
Rent			
Office Supplies			
Telephone/Utilities/etc.			
Copy/Printing Costs			
Postage/Mailing			
Other			
COST SHARE			
CONTRACTED SERVICES (Specify)			

OVERHEAD (No more than 15% of Salaries & Benefits)			
MISCELLANEOUS (Specify)			

3% DISCRETIONARY COSTS (No More Than 3% of the Total Grant Request Amount; not available if Overhead is used)			
TOTALS (Column A + Column B = Total Project Cost)			

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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FORM I. ATTACHMENTS

Instructions *List all attachments to your grant application below. Include the name of the attachment and the number. (i.e. Attachment 1 - NRCS Service Match Agreement). Label each attachment as Attachment 1, Attachment 2, etc. in the upper right hand corner of each page, and number each attachment as PAGE _____ of _____ in the lower right hand corner of each page.*

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
Fiscal Year 2002

APPENDIX A
SUMMARY OF APPLICATION CRITERIA

1. WATER QUALITY PROBLEM AND GOAL

- ◆ Describe the non point water quality problem to be addressed with this proposal. (*i.e. the area affected, degree of impairment, beneficial uses impaired, and sources of non point pollution, etc.*)
- ◆ Is the water quality problem identified in a state, regional, or local comprehensive planning effort conducted within the last five (5) years?
- ◆ Why did the district decide that this is a high priority? Is the problem identified in the district long range and/or annual plan of work?
- ◆ Describe how your proposal will address the water quality problem -- define project goals. Does your proposal restore, maintain, enhance, or protect water quality? Will it have a state-wide impact?

2. PROJECT WORK PLAN

- ◆ Characterize your project work plan for solving or addressing the water quality problem you have noted above. Provide detailed project objectives and the accompanying tasks that will work to achieve the proposed project goals. Include timelines for accomplishing tasks and measurable outcomes. (*i.e. feet of fence that will be installed, number of tours that will be conducted, acres of riparian cuttings that will be planted, number of conservation plans written, etc.*)
- ◆ How will you meet the Commission requirement for providing project-related water quality information and education activities?
- ◆ Using the forms found on pages 19 & 20, provide a project budget. Explain how the project objectives and tasks are a cost effective means of accomplishing the project water quality goals.
- ◆ Describe your district's ability to provide adequate project management, administration, oversight, accountability, and technical assistance.

3. MEASURING PROJECT SUCCESS

- ◆ How will you determine and report on the success of your project?
- ◆ Include an objective and activities in your work plan that will measure project success. (*i.e. Water Quality Monitoring Plan, or a Water Quality Screening Plan containing one to three water quality indicators that will be used to measure impact on water quality before and after the project is implemented.*)
- ◆ Will your project have a direct or indirect impact on the water quality problem?

4. LOCAL SUPPORT AND COMMITMENT

- ◆ How does the project include the participation and support of the local public and interest groups? Provide evidence of the nature of their contribution, the level of commitment, and the status of written agreements.
- ◆ Does the project involve cooperative efforts of several agencies or organizations? If so, provide evidence of the nature of their contribution, the level of commitment, and the status of written agreements.
- ◆ For implementation activities, provide evidence of landowner willingness and/or commitment to participate. (*i.e. signed letters of support/commitment*).

ATTACHMENT ____

**APPENDIX B
SAMPLE MATCH AGREEMENT
MEMORANDUM OF AGREEMENT
BETWEEN**

AND

Conservation District

Introduction _____ Conservation District has applied to the Washington State Conservation Commission for a water quality grant. Grant funding is available for ninety percent (90%) of the total grant costs. The remaining ten percent (10%) must be supported by local cash or in-kind contributions. Match to be provided by _____ is the subject of this agreement.

Contributor's Responsibility _____ agrees to:

1. Provide the following match:

A. Cash					\$ _____
B. Time/Services					
Technician	_____ hours	@	\$ _____ per hour		\$ _____
C. Equipment/Services					
Copies	_____ sheets	@	\$ _____ per page		\$ _____
D. Office Space	_____ sq. ft.	@	\$ _____ per page		\$ _____
E. Vehicle	_____ miles	@	\$ _____ per mile		\$ _____
F. Other _____	_____	@	\$ _____		\$ _____

TOTAL MATCH CONTRIBUTION \$ _____

2. Provide the District with copies of allocation formulas used to determine value of contributions.

3. Submit [monthly] [quarterly] reports documenting match contributions to the District.

District Responsibility _____ Conservation District agrees to acknowledge the contributions of _____ in oral presentations and written materials - such as press releases, brochures, fact sheets, newsletters - about the project.

Start and End Dates The start date of this agreement is the date signed by both parties. The end date of the agreement is _____ or the date of the completion of the grant project. The agreement will be automatically terminated if grant funding is not awarded to the district within two years of the date this agreement is signed.

Signatures The persons whose signatures appear below are authorized representatives of the parties of this agreement. The signatures are evidence that the parties agree to execute this agreement according to the terms and conditions stated above.

Authorized District Representative

Contributing Entity

Title

Date Signed

Title

Date Signed

WASHINGTON STATE CONSERVATION COMMISSION
WATER QUALITY IMPLEMENTATION GRANT APPLICATION
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APPENDIX C

REQUEST FOR NRCS ASSISTANCE FORM

Instructions *If you will need assistance from NRCS to carry out your proposed water quality project, please work with your District Conservationist (DC) **ASAP** to complete this form. The DC will review the proposal with the NRCS Team for concurrence. If approved, the DC from the appropriate field office will sign the application. If the project involves work contributed by the state office NRCS staff, the form will be forwarded to the State Conservationist for approval of NRCS time and resources. **Include a copy of this completed form including the appropriate signatures with your grant application. No exceptions will be made!** Forward the agreement letter or memorandum of agreement to the Commission when available.*

1. **Requesting Conservation District**

2. **Date of Request**

3. **Project Title**

4. **Funding Source**

5. **Vehicles**

- a. Present use of NRCS vehicles _____ miles/month
- b. Requesting use of NRCS vehicles _____ miles/month
- c. Present use of CD vehicles _____ miles/month
- d. Amount of grant funding requested for vehicle purchase or use? Describe.

6. **Office Space**

- a. Present use of NRCS office space by CD employees _____ square feet
- b. Requested NRCS space to be used by CD employees _____ square feet
- c. Amount of grant funding requested for office space? Describe.

7. **Computers**

- a. Present use of NRCS computers _____ hours/week
- b. Requested use of NRCS computers _____ hours/week

8. Telephone

- a. Present use of NRCS telephone _____ calls/day
- b. Requested use of NRCS telephone _____ calls/day
- c. Amount of grant funding requested for telephone equipment and charges?
Describe.

9. Field equipment

- a. What NRCS equipment do you currently use?

- b. What additional equipment are you requesting?

- c. Amount of grant funding requested for field equipment? Describe.

10. Staff days of NRCS time requested by task by technical disciplines.

Task / Technical Discipline(s)	Days requested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Total Value of NRCS Assistance

\$ _____

12. Review Signatures We have jointly prepared and concur in the above request for NRCS assistance.

 Conservation District Chair
 Date Signed _____

 District Conservationist
 Date Signed _____

13. Approval Signature In addition to the above signatures, the following approval signature is required if the contributed work involves state level staff.

 State Conservationist

 Date Signed